



DEPARTMENT OF THE NAVY

**NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000**

5720
PERS 00J6/20180009
October 11, 2017

Ms. Laurie F. Neff
Geller Law Group
4000 Legato Road
Suite 1100
Fairfax, VA 22033

Dear Ms. Neff:

SUBJECT: YOUR PA/FOIA REQUEST

This is in response to your Privacy Act and Freedom of Information Act (FOIA) request. You seek a copy of record information pertaining to the recent reassignment of Captain Douglas S. Mackenzie. Your request was received in this office on October 5, 2017, has been assigned FOIA case file number CNPC20180009 by this command.

The record information that you seek is contained in a Privacy Act System of Records and mandates a very high degree of Sailor privacy. Processing your request under the Privacy Act is not applicable as you do not represent Captain Mackenzie.

A releasable copy of the responsive finalized orders is enclosed. The redacted portions of the released documentation, as well as all other pre-decisional/deliberative material, is exempt from disclosure. The information is exempt under FOIA exemption 6 [5 U.S.C. § 552(b)(6)]. Release of such information would be a clearly unwarranted invasion of the personal privacy of Captain Douglas S. Mackenzie and other identified individuals. The pre-decisional/deliberative record information is exempt from disclosure under FOIA exemption 5 [5 U.S.C. § 552(b)(5)]. Disclosure of such information would create irreparable harm to the negotiation of orders process. Portions of provided documentation reflecting current duty assignment is denied under both FOIA exemption 6 [5 U.S.C. § 552(b)(6)] for reasons of personal privacy and under FOIA exemption 3 [5 U.S.C. § 552(b)(3)] in conjunction with 10 U.S.C. § 130b. Information which may disclose the current duty

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station of an individual assigned to an overseas unit, deployable unit, or sensitive unit is exempt under 10 U.S.C. § 130b.

Because your request is partially denied by this command, you are advised of your right to appeal this determination in writing to the Office of the Judge Advocate General, OJAG Code 14, 1322 Patterson Avenue SE Suite 3000, Washington Navy Yard, DC 20374-5066.

If an appeal is deemed necessary, it must be received in that office within 90 calendar days from the date of this letter, in order to be considered. To expedite an appeal, you should enclose a copy of this letter and a copy of the original request along with a statement regarding why your appeal should be granted. The letter of appeal and the envelope should bear the notation, "FOIA/PA APPEAL."

I am the official responsible for the partial denial of your request. Should you wish to discuss the processing of your request by this command, you may contact the undersigned at (901) 874-3165. You may also contact the DON FOIA Public Liaison, Christopher Julka, at Christopher.a.julka@navy.mil or (703) 697-0031.

Sincerely,

A handwritten signature in dark ink, appearing to read 'D. P. German', with a stylized flourish extending to the right.

D. P. GERMAN
FOIA/PA Officer
By direction

RAAUZYUW RUCCBWF0095 2611914-UUUU--RHMCSUU.

ZNR UUUUU

R 181914Z SEP 17 ZYB

FM COMNAVPERSCOM MILLINGTON TN

TO (b) (6), (b) (3)

(b) (6), (b) (3)

INFO COMNAVPERSCOM MILLINGTON TN//4412//

BT

UNCLAS

MSGID/GENADMIN/MIL-STD-6040(SERIES)/B.0.01.00

/COMNAVPERSCOM MILLINGTON TN/-/-/-/-/-//

SUBJ/BUPERS ORDER 1747 (01) 3100 (PERS-4412)//

NARR/OFFICIAL MODIFICATION TO CHANGE DUTY ORDERS FOR
CAPT DOUGLAS STEWART MACKENZIE, SC USN//

GENTEXT/REMARKS/1. BUPERS ORDER 1747 MODIFIED TO
ADD AN ADDITIONAL DEPENDENT INFORMATION FOR TRAVEL.

2. IF ACCOMPANIED ORDERS AND NOT PROSCRIBED ELSEWHERE,
THESE DEPENDENTS CAN TRAVEL

NAME	RELATIONSHIP	SEX	DATE OF BIRTH
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(b) (6)			
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3. PER DIRECTION FROM U.S. NAVAL FORCES (b) (6), (b) (3), ALL PERSONNEL
TRAVELLING TO OR WITHIN (b) (6), (b) (3), INCLUDING FOR PERMANENT
CHANGE OF STATION MOVES, SHALL ENROLL IN THE STATE DEPARTMENT SMART
TRAVELER PROGRAM AT [HTTPS://STEP.STATE.GOV/STEP/](https://step.state.gov/step/). THIS IS A FREE
SERVICE WHICH ALLOWS U.S. CITIZENS AND NATIONALS TRAVELLING OR
STATIONED ABROAD TO RECEIVE IMPORTANT INFORMATION ABOUT CONDITIONS
IN THEIR DESTINATION COUNTRY. DEPENDENTS ARE ALSO ENCOURAGED TO
ENROLL.

4. SNO'S PROJECTED ROTATION DATE (PRD) IS 20 AUG (2008).

5. POC: (b) (6), PERS 4412, DSN (b) (6), EMAIL
(b) (6) //

RTTUZYUW RUCCBWF0058 1742353-UUUU--RHMCSUU.

ZNR UUUUU

R 231057Z JUN 17 ZYB

FM COMNAVPERSCOM MILLINGTON TN

TO COMNAVSEASYS COM WASHINGTON DC

(b) (6), (b) (3)

NAVWARCOL NEWPORT RI

(b) (6), (b) (3)

PERSUPP DET NEWPORT RI

PERSUPP DET WASHINGTON DC

INFO COMUSFLTFORCOM NORFOLK VA

(b) (6), (b) (3)

BT

UNCLAS FOUO//N01321//

PASS TO OFFICE CODES:

FM COMNAVPERSCOM MILLINGTON TN//PERS4412/PERS455//

TO COMNAVSEASYS COM WASHINGTON DC//JJJ//

(b) (6), (b) (3)

NAVWARCOL NEWPORT RI//JJJ//

PERSUPP DET NAPLES IT//JJJ//

(b) (6), (b) (3)

PERSUPP DET WASHINGTON DC//JJJ//

INFO COMUSFLTFORCOM NORFOLK VA//JJJ//

(b) (6), (b) (3)

MSGID/GENADMIN/COMNAVPERSCOM//

SUBJ/BUPERS ORDER//

RMKS/

BUPERS ORDER: 1747 (b) (6) /3100 (PERS-4412)

OFFICIAL CHANGE DUTY ORDERS FOR

CAPT DOUGLAS STEWART MACKENZIE, SC USN

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IN CARRYING OUT/PROCESSING THESE ORDERS, BOTH PARTS ONE AND TWO

MUST BE READ AND LISTED INSTRUCTIONS COMPLIED WITH.

FOR OFFICIAL USE ONLY

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PART ONE

----- DETACHING ACTIVITY /M/ -----

WHEN DIRECTED BY REPORTING SENIOR, DETACH IN JUL 17 EDD: JUL 17

FROM NAVSEASYS COM OP SUP/FLD/WASH

UIC: 42192

PERMANENT DUTY STATION DC, WASHINGTON

FROM DUTY

ACC: 100

- PERSONNEL ACCOUNTING SUPPORT: PERSUPPDET WASHINGTON DC

UIC: 42557

----- INTERMEDIATE (01) ACTIVITY /M/ -----

REPORT NET 22 JUL 17 BUT NLT 24 JUL 17

EDA: 24 JUL 17

TO STU NAVWARCOL NEWPORT RI

UIC: 30486

LOCATION: RI, NEWPORT
FOR TEMPORARY DUTY UNDER INSTRUCTION ACC: 341
FOR APPROXIMATELY 5 DAY/S/

- PERSONNEL ACCOUNTING SUPPORT: PERSUPPDET NEWPORT
UIC: 43099

TO INCLUDE 5 DAY/S/ AT ELOC

CLASS: 17-03 CONV: 170724 GRAD: 170728 CDP:

UPON COMPLETION OF TEMPORARY DUTY UNDER INSTRUCTION
AND WHEN DIRECTED, DETACH. EDD: 28 JUL 17

- REPORT NOT LATER THAN 0730 24 JUL 17 AND NOT EARLIER THAN
22 JUL 17 . REPORTING PRIOR TO NOT EARLIER THAN DATE WILL
TERMINATE LEAVE STATUS AND RESULTS IN NON-PAYMENT OF PER DIEM FOR
PERIOD PRIOR TO THE NOT EARLIER THAN DATE SPECIFIED UNLESS AUTHORIZED
UNDER MILPERSMAN 1320-140.

- UNDER CIRCUMSTANCES NOT PERMITTING TRAVEL BY USUAL MEANS OF
TRANSPORTATION IN AND AROUND NEWPORT, RI,
A SPECIAL RATE MTMC/DOD LOWEST COST RENTAL CAR IS AUTHORIZED FOR
OFFICIAL BUSINESS UNDER JTR, PAR. U3415, U3510-C, AND U3505-B.
RENTAL VEHICLE MUST BE OBTAINED THROUGH COMMERCIAL TRAVEL OFFICE
(CTO). CTO RESERVATION INFORMATION MUST BE PROVIDED WITH REQUEST
FOR ADVANCE.

----- INTERMEDIATE (02) ACTIVITY /M/ -----

REPORT IN JUL 17 EDA: 31 JUL 17
TO NAVSEASYS COM OP SUP/FLD/WASH UIC: 42192

LOCATION: DC, WASHINGTON
FOR TEMPORARY DUTY ACC: 350

FOR APPROXIMATELY 16 DAY/S/

- PERSONNEL ACCOUNTING SUPPORT: PERSUPPDET WASHINGTON DC
UIC: 42557

UPON COMPLETION OF TEMPORARY DUTY

AND WHEN DIRECTED, DETACH. EDD: 15 AUG 17

- MEMBER ADVISED: NO PERDIEM/LODGING REIMBURSEMENT AUTHORIZED AT ANY
INTERMEDIATE STOP/S/ IN THE SAME GEOGRAPHIC LOCATION AS THE ULTIMATE
DUTY STATION. EXCEPTION TO THIS POLICY IS ARDUOUS SEA DUTY IDENTIFIED
IN JTR U5120D AND LISTED IN OPNAVINST 4650.17.

- MEMBER DIRECTED: FOR EACH INTERMEDIATE STOP, IF GOVERNMENT
QUARTERS ARE AVAILABLE (BQ/SHIPBOARD BERTHING) AND THE BASE HAS A
GOVERNMENT MESS APPROPRIATED FUND FOOD SERVICE ACTIVITY/GALLEY
AVAILABLE TO THE TRAVELER, USE OF THE GOVERNMENT MEAL PER DIEM
RATE IS DIRECTED. IF GOVERNMENT MESSING IS NOT AVAILABLE OR IS
PARTIALLY AVAILABLE, OBTAIN AN ENDORSEMENT TO THAT EFFECT FROM THE
HOST COMMAND. JTR PARA U4400 APPLIES.

----- ULTIMATE ACTIVITY /M/ -----

REPORT NOT LATER THAN AUG 17 EDA: AUG 17
TO (b) (6), (b) (3)

FOR DUTY ACC: 100

BSC: 41010

PRD: 2008

- PERSONNEL ACCOUNTING SUPPORT: (b) (6), (b) (3)

- WELCOME ABOARD AND CONGRATULATIONS ON YOUR ASSIGNMENT TO (b) (6), (b) (3) YOU ARE ABOUT TO EMBARK ON ONE OF THE MOST CHALLENGING AND REWARDING TOURS OF YOUR NAVAL CAREER. (b) (6), (b) (3) HAVE SET VERY HIGH STANDARDS AND THE COMMAND'S REPUTATION SPEAKS FOR ITSELF. AS THE TIP OF THE SPEAR, THE OFFICERS, CHIEFS, AND ENLISTED OF (b) (6), (b) (3), TOGETHER WITH NATO AND OTHER SERVICE COMPONENTS, PERFORM AS AN INTEGRATED FIGHTING UNIT. IF YOU WOULD LIKE TO LEARN MORE ABOUT (b) (6), (b) (3), VISIT OUR WEBSITE AT: (b) (6), (b) (3) OR THE CNIC WEBSITE AT: (b) (6), (b) (3)

IF YOU HAVE ANY QUESTIONS WITH REGARD TO YOUR TRANSITION TO THE (b) (6), AREA BEFORE YOU ARE CONTACTED BY YOUR SPONSOR, E-MAIL OUR SPONSOR COORDINATOR AND COMMAND MASTER CHIEF AT: (b) (6), (b) (3) OR THE OMBUDSMAN AT: (b) (6), (b) (3) (LOWER CASE). WELCOME ABOARD SHIPMATE.

----- ACCOUNTING DATA -----

PCS ACCOUNTING DATA:

MAC CIC: N0002217CSW5PNV

CIC: A1UF71RB

LOA: 1771453.2253 210 00022 068566 2D SW5PNV 000227U42008

SDN: N0002217CSW5PNV

TAC: NAU7

NTS ACCOUNTING DATA: (USE BUPERS CROSSWALK)

NTS TAC: NN6_

SAC LOA: 1771453.2253 210 00022 068566 2D SW5PNV 000227U42008

NTS SDN: N00022__CSSNN6_

TEMDUINS ACCOUNTING DATA FOR FY-17

LOA: 1771804.22MM 210 62980 0 068566 2D OW5PNV 00022708100E

SDN: N0002217TOW5PNV

P A R T T W O

BUPERS ORDER: 1747 (b) (6) /3100 (PERS-4412)

OFFICIAL CHANGE DUTY ORDERS FOR

CAPT DOUGLAS STEWART MACKENZIE, SC USN

- MEMBER ADVISED: IF THIS ORDER CONTAINS FY17 OM&N (TRAINING PER DIEM) FUNDING, PROGRAM/FUND ALLOCATION IS ISSUED IN ANTICIPATION OF ENACTMENT OF THE FY18 DOD APPROPRIATIONS ACT OR A FY18 CONTINUING RESOLUTION (CR) AND IS SUBJECT TO AVAILABILITY OF FUNDS AND ALL PROVISIONS OF WHICHEVER ACT IS APPLICABLE.

----- DETACHING ACTIVITY /M/ -----

- PERMANENT CHANGE OF STATION (PCS) TRAVEL INFORMATION DETAILS:

PER BUPERSINST 7041 (SERIES): TRANSFERRING COMMANDS PASS/PERSONNEL SERVICING OFFICES ARE RESPONSIBLE FOR ENSURING MEMBERS FULLY COMPLETE THE PCS TRAVEL INFORMATION FORM (NAVPERS 7041/1) WITHIN 3 DAYS OF RECEIPT OF ORDERS OR IMMEDIATELY UPON RECEIPT OF PCS ORDERS IF

DETACHMENT IS IN LESS THAN 90 DAYS. COMMAND USING NSIPS WEB SHOULD DIRECT MEMBER TO CREATE AND THEN USE THEIR OWN SELF SERVICE ACCOUNT TO COMPLETE AND SUBMIT THE 7041/1 ON-LINE. INSTRUCTIONS TO CREATE A SELF SERVICE ESR (ELECTRONIC SERVICE RECORD) ACCOUNT ARE LOCATED ON THE NSIPS SPLASH SCREEN, [HTTPS:\(DOUBLE SLASH\)NSIPSPROD.NMCI.NAVY.MIL](https://nsipsprod.nmci.navy.mil) (UNDER "USER INFORMATION"). MEMBER SHOULD LOGON TO THEIR ESR ACCOUNT, THEN DOUBLE-CLICK THE "UPDATE PCS TRAVEL" ICON ON THEIR HOMEPAGE TO ACCESS THE AUTOMATED NAVPERS 7041 TRAVEL INFORMATION FORM. FOR CONVENIENCE, THERE IS AN "AUTO-FILL" FEATURE WHICH AUTOMATICALLY COMPLETES THE PCS ITINERARY FROM THE MEMBER'S CURRENT ACTIVE ORDERS. MEMBER NEED ONLY COMPLETE OR ADJUST PCS DETAILS SPECIFIC TO DEPENDENT TRAVEL, HOUSEHOLD GOODS WEIGHTS AND/OR POV SHIPMENTS. COMMAND PASS/ PERSONNEL SERVICING OFFICES NOT USING NSIPS WEB SHOULD PROVIDE THE NAVPERS 7041/1 FORM TO MEMBER, AND UPON MEMBER'S COMPLETION, VERIFY THEN MAIL TO: DIRECTOR, PERMANENT CHANGE STATION VARIANCE OF COMPONENT, 1240 EAST 9TH STREET, SUITE 967, CLEVELAND OH 44199-2088.

- IF DETACHING FROM OR REPORTING TO A UNIT WHEN IT'S AWAY FROM HOMEPORT/PDS, MEMBER IS AUTHORIZED TRAVEL VIA THE UNIT'S HOMEPORT/ PDS UNDER JTR U5120F TO ASSIST WITH TRANSPORTATION OF DEPENDENTS AND/OR HHG, PICK UP PERSONAL ITEMS OR PERSONALLY DRIVE HIS/HER POV FROM THE HOMEPORT.

- A. FOR MORE INFORMATION ON YOUR NEXT PERMANENT CHANGE OF STATION (PCS) VISIT [HTTP://WWW.CNIC.NAVY.MIL/CONTACTHOUSING](http://www.cnic.navy.mil/contacthousing). THIS WEBSITE PROVIDES ON AND OFF BASE HOUSING CONTACT AND GENERAL INFORMATION ABOUT NAVY LOCATIONS WORLDWIDE.

- B. MEMBER ADVISED: TO INITIATE HOUSING APPLICATION OR RECEIVE COMMUNITY HOUSING INFORMATION USE ONLINE HOUSING EARLY APPLICATION TOOL (HEAT), VISIT [HTTP://WWW.CNIC.NAVY.MIL/HEAT](http://www.cnic.navy.mil/heat)

- C. TO VIEW PRIVATIZED AND COMMUNITY HOUSING LISTINGS AT YOUR NEXT DUTY STATION VISIT [HTTP://WWW.CNIC.NAVY.MIL/HOMES](http://www.cnic.navy.mil/homes) FOR MORE INFORMATION ON THIS DEPARTMENT OF DEFENSE SPONSORED WEBSITE.

- DETACHING COMMAND: IF TRANSOCEANIC TRAVEL WILL BE PERFORMED BY MEMBER, PORT CALL ASSIGNED BY THE NAVY PASSENGER TRANSPORTATION OFFICE WILL CANCEL THE REPORT NOT LATER THAN (NLT) DATE, AT RECEIVING COMMAND, AND SHALL CONSTITUTE THE SPECIFIC DATE MEMBER IS TO REPORT FOR TRANSPORTATION. IF THIS IS AN MODIFICATION CANCELLATION OR MODIFICATION OF PORT CALL MAY BE REQUIRED. IF SO, IMMEDIATELY CONTACT SERVICING NPTO. OPNAVINST 4650.15 SERIES REFERS.

- THIS TRANSFER FUNDED FOR MEMBER AND AUTH DEPENDENTS AS REFLECTED ON SERVICE RECORD PAGE TWO, PER JTR U5215, DEPENDENTS ACQUIRED ON OR PRIOR TO THE EFFECTIVE DATE OF ORDERS ARE AUTH TRAVEL/TRANSP ALLOWANCES FROM THE PLACE AT WHICH ACQUIRED TO THE NEW PDS, UP TO THE TVL/TRANSP ENTITLEMENT FOR TVL FROM OLD PDS TO THE NEW PDS. PLEASE REFER TO JTR APPENDIX A FOR DEFINITION OF EFFECTIVE DATE OF PCS ORDERS.

- DETACHING COMMAND: MEMBER MUST HAVE A CURRENT SINGLE SCOPE BACKGROUND INVESTIGATION (SSBI) WITH ELIGIBILITY FOR TOP SECRET/ SENSITIVE COMPARTMENTED INFORMATION (TS/SCI) BEFORE TRANSFERRING TO

THIS COMMAND. IF THE MEMBER DOES NOT HAVE THE AFOREMENTIONED ELIGIBILITY THEN THE COMMAND DELIVERING THE ORDERS WILL INITIATE A REQUEST FOR SSBI VIA E-QIP DIRECT AND ENSURE IT HAS BEEN ACCEPTED AND IS BEING PROCESSED BY OPM. DO NOT TRANSFER MEMBER WITHOUT THE CONFIRMED SUBMISSION/ACCEPTANCE OF THE SSBI. MEMBER WILL RETAIN A COPY OF THE INVESTIGATION REQUEST FORMS FOR PERSONAL RECORDS. WHERE A SERVICING SPECIAL SECURITY OFFICE (SSO) IS AVAILABLE, THE SSO WILL BE CONTACTED FOR GUIDANCE, INITIAL SCREENING OF THE COMPLETED SSBI FORMS AND TO CONDUCT THE REQUIRED SECURITY SCREENING, PRENOMINATION INTERVIEW, AND FOR OTHER DIRECTION AS NECESSARY. IF THE MEMBER IS MARRIED TO A FOREIGN NATIONAL, OR THEIR IMMEDIATE FAMILY MEMBER/S/ ARE FOREIGN NATIONALS, MEMBER MAY NOT BE ELIGIBLE FOR THIS ASSIGNMENT IF THE MEMBER HAS IMMEDIATE FAMILY MEMBERS WHO ARE FOREIGN NATIONALS CONTACT THE GAINING COMMAND FOR THEIR ACCEPTANCE OR REJECTION OF THE MEMBERS ASSIGNMENT. IF ACCEPTED THE DETACHING COMMAND WILL COORDINATE WITH THE GAINING COMMAND TO SUBMIT AN EXCEPTION PACKAGE TO DONCAF. IF THE MEMBER IS FOUND NOT ELIGIBLE, HOLD THESE ORDERS IN ABEYANCE AND NOTIFY ALL CONCERNED IMMEDIATELY VIA MESSAGE.

OVERSEAS SCREENING REQUIREMENT: ORDERS WERE RELEASED PRIOR TO OVERSEAS SCREENING COMPLETION. THE MOVEMENT OF HOUSEHOLD GOODS SHOULD BE SCHEDULED FOR A DATE AFTER EXPECTED COMPLETION OF SCREENING. THE TRANSPORTATION FOR MEMBER AND OR DEPENDENTS TO ULTIMATE ACTIVITY IS NOT AUTHORIZED UNTIL OVERSEAS SCREENING IS COMPLETED AND FOUND SUITABLE.

- DETACHING COMMAND: MEMBER HAS ORDERS TO AN OVERSEAS LOCATION WHICH REQUIRES AN OVERSEAS ASSIGNMENT SUITABILITY SCREENING TO BE PERFORMED IAW OPNAVINST 1300.14D BUMEDINST 1300.2A AND MILPERSMAN 1300-300(SERIES). DO NOT DELAY MEMBERS SCREENING DUE TO DEPENDENTS GEOGRAPHIC LOCATION OR PREEXISTING CONDITIONS. COMMANDING OFFICERS ARE RESPONSIBLE FOR PROVIDING AN UPDATE VIA BUPERS ONLINE(BOL) WITHIN 15 CALENDAR DAYS. ENROLLMENT IN EXCEPTIONAL FAMILY MEMBER PROGRAM DOES NOT STOP COMPLETION OF OVERSEAS SCREENING. IF MEMBER OR DEPENDENTS ARE FOUND UNSUITABLE, HOLD ORDERS IN ABEYANCE AND NOTIFY COMNAVPERSCOM MILLINGTON TN (PERS-451 AND DETAILING PERS-CODE) AND GAINING COMMAND, UNDERWAY COMMANDS WITH LIMITED CONNECTIVITY MAY RESPOND VIA NAVAL MESSAGE. ADVISE MEMBER NOT TO SHIP HOUSEHOLD GOODS AND PRIVATELY OWNED VEHICLES UNTIL SUCCESSFULLY SCREENED.

-PSD: DO NOT ISSUE TICKETS OR TRAVEL ORDERS TO MEMBER OR FAMILY MEMBERS UNTIL YOU HAVE THE COMPLETED NAVPERS 1300/16 SIGNED BY THE COMMANDING OFFICER, OFFICER IN CHARGE OR AS AUTHORIZED BY MILPERSMAN 1300-302 PARAGRAPH 2.A.

VISIT THE NAVY PERSONNEL COMMAND (PERS-451) WEBSITE AT: [HTTP://WWW.NPC.NAVY.MIL/COMMANDSUPPORT/DISTRIBUTIONMANAGEMENT/PROCEDURES/TRAVEL TO OVERSEAS LOCATIONS MAY REQUIRE DEPENDENT ENTRY APPROVAL AND OR FOREIGN CLEARANCE](http://www.npc.navy.mil/commandsupport/distributionmanagement/procedures/travel-to-overseas-locations-may-require-dependent-entry-approval-and-or-foreign-clearance), IAW:

[HTTP://WWW.NPC.NAVY.MIL/COMMANDSUPPORT/DISTRIBUTIONMANAGEMENT/PROCEDURES/DEPENDENT ENTRY APPROVAL.HTM](http://www.npc.navy.mil/commandsupport/distributionmanagement/procedures/dependent-entry-approval.htm)

- DETACHING COMMAND: THE ITEMS IN SECTION B AT: [HTTP://WWW.NPC.NAVY.](http://www.npc.navy.mil)

MIL/BUPERS-NPC/SUPPORT/DISTRIBUTION/PAGES/PCSORDERSOEVERSEAS.ASPX ARE THE MINIMUM TO MEET OVERSEAS SCREENING REQUIREMENTS.

- GAINING COMMAND: THE ITEMS IN SECTION A AT: [HTTP://WWW.NPC.NAVY.MIL/BUPERS-NPC/SUPPORT/DISTRIBUTION/PAGES/PCSORDERSOEVERSEAS.ASPX](http://www.npc.navy.mil/bupers-npc/support/distribution/pages/pcsordersoverseas.aspx) ARE RECOMMENDED TO EASE THE TRANSITION OVERSEAS.

- MEMBER DIRECTED: REVIEW THE ITEMS AT: [HTTP://WWW.NPC.NAVY.MIL/BUPERS-NPC/SUPPORT/DISTRIBUTION/PAGES/PCSORDERSOEVERSEAS.ASPX](http://www.npc.navy.mil/bupers-npc/support/distribution/pages/pcsordersoverseas.aspx) FOR THE MINIMUM REQUIREMENTS IN PREPARING FOR AN OVERSEAS ASSIGNMENT AND OTHER USEFUL INFORMATION.

- MEMBER DIRECTED: THE TRICARE-ACTIVE DUTY FAMILY MEMBER DENTAL PLAN (TFMDP) IS AVAILABLE. FAMILY MEMBERS ACCOMPANYING SPONSORS SHOULD REMAIN ENROLLED IN TFMDP SINCE ACCESS TO CARE AT MILITARY DENTAL CLINICS IS EXTREMELY LIMITED. FOR INFORMATION CONCERNING TFMDP AND AVAILABILITY AT YOUR ULTIMATE COMMAND GO TO [WWW.UCCI.COM](http://www.UCCI.com)

- MEMBER ADVISED: FOR MEMBERS ELECTING AN OCONUS UNACCOMPANIED TOUR (SEE DOD UNACCOMPANIED TOUR LENGTH, JTR APPENDIX Q), OCONUS DEPENDENT RESTRICTED TOUR, OR OCONUS UNUSUALLY ARDUOUS SEA DUTY ASSIGNMENT AND REQUEST A DESIGNATED PLACE FOR DEPENDENTS, THE OCONUS CO CAN AUTHORIZE THE DESIGNATED PLACE (AND BAH) FOR THOSE DEPENDENTS REMAINING IN CONUS, IAW OPNAV POLICY MEMO DATED 29 JUL 2010.

OPNAV N130 STILL REMAINS THE APPROVING AUTHORITY FOR ALL DESIGNATED PLACE REQUESTS FOR OCONUS NON-FOREIGN LOCATIONS. NOTE: OCONUS FOREIGN REQUESTS WILL BE APPROVED IF THE MEMBER'S SPOUSE WAS BORN IN REQUESTED LOCATION. APPROVAL OF NON-FOREIGN OCONUS DESIGNATED PLACE LOCATIONS (I.E., HI, AK, PR, VI, GU, SAMOA) WILL ONLY BE APPROVED LOCATIONS TO WHICH FAMILY TIES (SUCH AS A HOR, PLEAD, OR HOME OWNERSHIP) EXIST. REQUESTS ARE SUBMITTED TO OPNAV N130.

- DETACHING COMMAND: BE ADVISED THAT THE STATE DEPARTMENT ISSUES A NO-FEE PASSPORT (DIPLOMATIC, OFFICIAL OR BLUE NO-FEE) ONLY TO DOD PERSONNEL AND AUTHORIZED DEPENDENTS TRAVELING ON OFFICIAL GOVERNMENT BUSINESS TO A COUNTRY THAT REQUIRES A PASSPORT. THEY USE THE FOREIGN CLEARANCE GUIDE, [HTTPS://WWW.FCG.PENTAGON.MIL/FCG.CFM](https://www.fcg.pentagon.mil/fcg.cfm), TO MAKE THE DETERMINATION IF A PASSPORT IS REQUIRED. FOR PERSONNEL THAT OBTAIN AN ASSIGNMENT TO A COUNTRY THAT DOES NOT REQUIRE A PASSPORT, BUT WILL TRAVEL TDY/TAD TO A COUNTRY THAT DOES REQUIRE A PASSPORT DURING THEIR TOUR, THAT INDIVIDUAL SHOULD REQUEST A PASSPORT BASED ON THE TAD/TDY TO THE COUNTRY THAT REQUIRES A PASSPORT, SEE MILPERSMAN ARTICLE 4650-020 FOR FURTHER DETAILS. THE TRANSFERRING COMMAND IS RESPONSIBLE FOR ENSURING PASSPORTS HAVE BEEN APPLIED FOR WITHIN 15 DAYS OF RECEIPT OF THESE ORDERS.

- ULTIMATE COMMAND: IF PROSPECTIVE SERVICE MEMBER WILL REQUIRE A NO-FEE PASSPORT UPON ARRIVAL THEN COMPLY WITH MILPERSMAN ARTICLE 4650-020, PARAGRAPH 3.G.

- MEMBER ADVISED: DIRECT ASSIGNMENT TO MILITARY FAMILY HOUSING IS IN EFFECT FOR ALL E1 THROUGH O6 MILITARY PERSONNEL WITH ACCOMPANYING DEPENDENTS. CONTACT NAPLES HOUSING SERVICE CENTER AT DSN: (314) 629-4466, COMM: 011 081 811 4466 OR VISIT THE WEBSITE AT:

[HTTP://WWW.CNIC.NAVY.MIL/NAPLES/FLEETANDFAMILYREADINESS/HOUSINGAND](http://www.cnic.navy.mil/naples/fleetandfamilyreadiness/housingand)

LODGING.

- DETACHING COMMAND: PRIOR TO TRANSFER, ENSURE MEMBER HAS A COMPLETED AND DOCUMENTED HIV TEST WITHIN 24 MONTHS OF EDD. TEST RESULTS MUST BE RECORDED IN MEDICAL/DENTAL RECORDS PRIOR TO RELEASE.
- COMMAND DELIVERING ORDERS DIRECTED TO PREPARE NATO TRAVEL ORDERS IN ACCORDANCE WITH FOREIGN CLEARANCE GUIDE:

[HTTPS://WWW.FCG.PENTAGON.MIL/](https://www.fcg.pentagon.mil/)

----- INTERMEDIATE (01) ACTIVITY /M/ -----

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FOR INFO ON THE EXECUTIVE LEVEL OLW COURSE (ELOC), CONTACT:

(b) (6), ELOC DIRECTOR, (b) (6),
(b) (6) OR (b) (6), (b) (6),
(b) (6)

GENERAL INFORMATION CAN BE OBTAINED FROM THEIR WEBSITE:

[HTTP://WWW.USNWC.EDU/ACADEMICS/EXECUTIVE-LEVEL-OLW-COURSE-\(ELOC\).ASPX](http://www.usnwc.edu/academics/executive-level-olw-course-(eloc).aspx)
UPON RECEIPT OF ORDERS, CONTACT 1-877-NAVY-BED OR [WWW.DODLODGING.NET](http://www.dodlodging.net)
TO RESERVE BERTHING.

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- MEMBER ADVISED: BOQ ACCOMMODATIONS AT NAVAL EDUCATION AND TRAINING CENTER, NEWPORT, RI, ARE FREQUENTLY OVERCROWDED. MEMBERS, OTHER THAN CHAPLAINS, ADVISED TO MAKE BOQ RESERVATIONS AS REQUIRED NO LATER THAN TWO WEEKS PRIOR TO ARRIVAL.
- MEMBER ADVISED: PER NAVSTA NEWPORT INSTRUCTION 11104, SERVICE MEMBERS MUST MAKE LODGING ARRANGEMENTS FOR MILITARY TRAVEL IN A TDY STATUS ON BOARD NAVSTA NEWPORT AT NAVY GATEWAY INNS AND SUITES (NGIS) OR THE NEWPORT CHALET. WHEN LODGING IS NOT AVAILABLE AT THE NGIS OR THE NEWPORT CHALET, THE SECOND PRIORITY GOVERNMENT LODGING FACILITY FOR OFFICIAL MILITARY TRAVELERS IN A TDY STATUS IS THE NAVY LODGE. SERVICE MEMBERS SHALL NOT MAKE ARRANGEMENTS TO STAY AT THE NAVY LODGE UNLESS LODGING IS NOT AVAILABLE AT NGIS AND THE NEWPORT CHALET.
- SERVICE MEMBERS SHOULD ENSURE THEY ARE ISSUED A CERTIFICATION OF NON-AVAILABILITY (CNA) FROM NGIS CENTRAL RESERVATION OR FRONT DESK WHEN LODGING IS NOT AVAILABLE AT NGIS, NEWPORT CHALET OR THE NAVY LODGE.
- FOR TRAVELERS WITHOUT ADVANCE RESERVATIONS AT NGIS (E.G., WALK INS), THE NGIS FRONT DESK STAFF WILL COORDINATE WITH THE NAVY LODGE REGARDING LODGING ARRANGEMENTS SHOULD NGIS AND THE NEWPORT CHALET BE AT MAXIMUM CAPACITY.
- EFFECTIVE 01 OCT 2015, ALL NEW ACCESSION OFFICERS ATTENDING "THE LDO/CWO ACADEMY" WILL BE REQUIRED TO MAKE THEIR LODGING RESERVATIONS AT NEWPORT NAVY GATEWAY INNS AND SUITES BY CONTACTING: 1-877-628-9233, (401) 841-7900 OR VIA [WWW.DODLODGING.NET](http://www.dodlodging.net). IF ORDERS OTHER THAN PCS, RESERVATIONS CAN BE MADE VIA DTS, PHONE OR WEBSITE.

----- INTERMEDIATE (02) ACTIVITY /M/ -----

- NO GOVERNMENT TRANSPORTATION IS AVAILABLE UPON ARRIVAL IN WASHINGTON, DC. CONTACT THE INFORMATION BOOTH AT TRANSPORTATION TERMINAL FOR LOCAL TRANSPORTATION INFORMATION. KEEP RECEIPTS FOR TRAVEL CLAIMS AND REIMBURSEMENT.

----- ULTIMATE ACTIVITY /M/ -----

- MEMBER ADVISED: NAVY LODGE IS THE OFFICIAL GOVERNMENT LODGING WHEN ON PCS ORDERS. FOR RESERVATIONS CALL 1-800-628-9466 OR VISIT WEBSITE WWW.NAVY-LODGE.COM. FOR ADDITIONAL GOVERNMENT LODGING OPTIONS MAY BE LOCATED AT WEBSITE WWW.DODLODGING.NET OR CALL TOLL FREE 1-877-NAVY-BED (1-877-628-9233) TO DETERMINE GOVERNMENT LODGING AVAILABILITY IN THE VICINITY OF OLD AND NEW PERMANENT DUTY STATIONS. RESERVATIONS ARE REQUIRED TO ENSURE ROOM AVAILABILITY.
- MEMBER ADVISED: CHILDCARE INFORMATION AND REGISTRATION FOR NEW DUTY STATION IS AVAILABLE AT: [HTTPS://WWW.CNIC.NAVY.MIL/CYP](https://www.cnic.navy.mil/cyp)
- NUMERICAL RELIEF FOR CAPT (b) (6) .
- MEMBER ADVISED: WITHIN 14 DAYS AFTER ARRIVAL AT ULTIMATE DUTY STATION, MEMBER IS REQUESTED TO UPDATE CONTACT INFORMATION WITH SUPPLY CORPS CAREER COUNSELOR/SUPPLY CORPS DETAILING BRANCH, PERS-4412. PLEASE SEND UPDATED EMAIL ADDRESS, WORK AND CELL PHONE NUMBERS TO: SUPPLYCORPSCAREERCOUNSELOR@NAVY.MIL.
- ULTIMATE COMMAND: UPON ARRIVAL, AOR-SPECIFIC ANTI-TERRORISM AWARENESS TRAINING, IF REQUIRED, SHALL BE GIVEN TO MEMBER AND FAMILY MEMBER/S/ AND CERTIFIED IN THE SERVICE RECORD PAGE 13 ENTRY. REFERENCE: CNO MSG 212050ZFEB97.

----- SPECIAL INSTRUCTIONS -----

- MEMBER DIRECTED: UPON NOTIFICATION OF PCS AND PRIOR TO TRANSFER, MEMBER IS REQUIRED TO VISIT THE MOVING MADE EASY TRICARE SITE AT: WWW.TRICARE.MIL/MOVING AND FOLLOW THE INSTRUCTIONS FOR TRANSFERRING THEIR TRICARE PRIME OPTION (IF NECESSARY). IF CARE IS NEEDED WHILE IN TRANSIT, MEMBERS ARE REQUIRED TO CONTACT HIS/HER CURRENT REGIONAL TRICARE CONTRACTOR FOR COUNSELING ON URGENT OR EMERGENCY MEDICAL CARE DURING PCS MOVES. IN THE EVENT OF A TRUE MEDICAL EMERGENCY WHILE IN TRANSIT (SAFEGUARDING LIFE, LIMB OR EYE-SIGHT, OR TO RELIEVE SUFFERING OR SELF-RISK OR HARM), THE BENEFICIARY SHOULD IMMEDIATELY SEEK TREATMENT AT THE NEAREST HOSPITAL'S EMERGENCY DEPARTMENT. TRICARE PRIME ENROLLEES WHO VISIT A CIVILIAN EMERGENCY ROOM MUST NOTIFY THEIR REGIONAL TRICARE CONTRACTOR WITHIN 24 HOURS IN ORDER FOR A REFERRAL FOR EMERGENCY CARE TO BE PROVIDED. IF IT IS DETERMINED THAT A TRICARE PRIME BENEFICIARY HAS OBTAINED ROUTINE CARE (NON-EMERGENT) IN AN EMERGENCY DEPARTMENT, A POINT OF SERVICE CHARGE (PAID BY THE SPONSOR) MAY BE INCURRED. THE TRICARE WEBSITE AND REGIONAL TRICARE CONTRACTORS CAN ALSO PROVIDE GENERAL INFORMATION AND HEALTH CARE OPTIONS AVAILABLE FOR FAMILY MEMBERS NOT ENROLLED IN TRICARE PRIME. FOR INFORMATION REGARDING TRICARE COVERAGE FOR YOU OR YOUR DEPENDENT/S/ IN THE CONTINENTAL UNITED STATES (CONUS), GO TO [HTTP://WWW.TRICARE.MIL/CONTACTUS/CALLUS.ASPX](http://WWW.TRICARE.MIL/CONTACTUS/CALLUS.ASPX) OR CALL YOUR RESPECTIVE REGIONAL TRICARE CONTRACTOR AS FOLLOWS:
 - NORTH REGION (HEALTH NET FEDERAL SERVICES, LLC): 1-877-874-2273
 - SOUTH REGION (HUMANA MILITARY): 1-800-444-5445
 - WEST REGION (UNITED HEALTHCARE MILITARY & VETERANS): 1-877-988-9378IF YOU HAVE OVERSEAS PCS ORDERS, TRICARE QUESTIONS SHOULD BE DIRECTED TO THE TRICARE OVERSEAS PROGRAM (TOP) CONTRACTOR - INTERNATIONAL SOS.

FOR INFORMATION REGARDING THE HEALTHCARE OPTIONS AVAILABLE TO YOU AND YOUR FAMILY WHILE OVERSEAS, CONTACT THE TRICARE SERVICE CENTER LOCATED AT THE MILITARY TREATMENT FACILITY (MTF) THAT SERVES YOUR AREA OR CALL YOUR RESPECTIVE REGIONAL CALL CENTER AS FOLLOWS:

- EURSIA-AFRICA: 44-20-8762-8384

- PACIFIC: 65-6339-2676

- LATIN AMERICA AND CANADA: 1-215-942-8393

IF YOUR PCS ORDERS ARE TO A REMOTE OVERSEAS LOCATION THAT IS NOT SERVICED BY AN MTF, CONTACT THE APPLICABLE PHONE NUMBER ABOVE TO COORDINATE YOUR HEALTHCARE COVERAGE. ADDITIONAL TOP INFORMATION CAN BE FOUND AT: [HTTP://WWW.TRICARE-OVERSEAS.COM/BENEFICIARIES.HTM](http://www.tricare-overseas.com/beneficiaries.htm).

- MEMBER DIRECTED: UPON RECEIPT OF ORDERS, IF ENROLLED IN THE EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP), MEMBER IS DIRECTED TO HAVE THE DETACHING FLEET FAMILY SERVICE CENTER EFMP CASE LIAISON (FFSC CL) AND THE HEALTH BENEFITS ADVISOR (HBA) WHO IS THE TRICARE REPRESENTATIVE CONFIRM CARE FOR THE FAMILY MEMBER/S/ WITH THE GAINING FFSC CL AND HBA. ADDITIONAL EFMP INFORMATION CAN BE FOUND ON THE WEB AT: [HTTP://WWW.PUBLIC.NAVY.MIL/BUPERS-NPC/SUPPORT/EFM/PAGES/DEFAULT.ASPX](http://www.public.navy.mil/bupers-npc/support/efm/pages/default.aspx). THE EFMP IS GOVERNED BY OPNAVINST 1754.2E AND SECNAVINST 1754.5B AND MILPERSMAN 1300-700.

- MEMBER DIRECTED: ACTION REQUIRED (AFFECTS PAY): IAW MILPERSMAN 1000-025, PROVIDE CHECK-IN DOCUMENTS WITHIN 4 DAYS OF ARRIVAL TO THE DESIGNATED COMMAND PASS COORDINATOR. REQUIRED DOCUMENTS LIST AT: [HTTPS://MPTE.PORTAL.NAVY.MIL/SITES/NPC/PERS2/NPPSC 20INSTRUCTIONSCHECKLISTS/NPPSC_1320.1B_2_RECEIPT_CHECKLIST.PDF](https://mp.te.portal.navy.mil/sites/npc/pers2/nppsc20instructionschecklists/nppsc_1320.1b_2_receipt_checklist.pdf). CHECK-IN/CHECK-OUT STAMP/S/ REQUIRED FROM EACH ACTIVITY.

- MEMBERS WHO RECEIVE PCS ORDERS WHEN THEIR OLD AND NEW PERMANENT DUTY STATIONS ARE WITHIN CLOSE PROXIMITY TO EACH OTHER (BASED ON A REASONABLE COMMUTE DETERMINED BY THE GAINING CO) MAY BE ELIGIBLE TO RECEIVE A CLOSE PROXIMITY WAIVER AND RECEIVE BAH BASED ON THEIR OLD PDS LOCATION. SEE NAVADMIN 101/10 FOR WAIVER ELIGIBILITY REQUIREMENTS AND PROCEDURES. GO TO: [HTTP://WWW.PUBLIC.NAVY.MIL/BUPERS-NPC/REFERENCE/MESSAGES/PAGES/DEFAULT.ASPX](http://www.public.navy.mil/bupers-npc/reference/messages/pages/default.aspx).

- MEMBER ADVISED: IN CASES WHERE THESE ORDERS CONFLICT WITH THE JOINT TRAVEL REGULATIONS OR ANY OTHER REGULATION, THE REGULATION PREVAILS.

- MEMBER ADVISED: IAW MILPERSMAN 1320-308, AUTHORIZE TRANSPORTATION COST REIMBURSEMENT FOR EXCESS BAGGAGE UP TO AND NOT TO EXCEED THE FOLLOWING: /A/ ONE (1) PIECE FOR PILOTS, AIRCREW, DIVERS, AND PERSONNEL WHO MUST CARRY SPECIAL ISSUE GEAR WITH THEM /B/ TWO (2) PIECES FOR ATTACHES. SERVICE MEMBERS IN RECEIPT OF PCS ORDERS TO FORWARD DEPLOYED UNITS ARE ADVISED THAT CERTAIN AIRLINES MAY CHARGE EXCESS BAGGAGE FEES. REIMBURSEMENT MAY BE REQUESTED IN ACCORDANCE WITH JOINT TRAVEL REGULATIONS (JTR) 3105-B UPON REPORTING TO YOUR ULTIMATE DUTY STATION. CONTACT PERS-40CC FOR ENLISTED PERSONNEL OR COGNIZANT DETAILER FOR OFFICERS. CONSULT YOUR LOCAL HOUSEHOLD GOODS (HHG) PERSONAL PROPERTY OFFICE REGARDING SPECIFIC HHG AND PERSONAL PROPERTY SHIPMENT ENTITLEMENTS.

- MEMBER ADVISED: SHIPPING HHG? HAVE MOVE QUESTIONS? WANT TO MAKE A DIFFERENCE? NOW YOU CAN PROCESS YOUR HHG SHIPMENT APPLICATION AND RECEIVE COUNSELING ON LINE AT YOUR CONVENIENCE AT: WWW.MOVE.MIL. YOU MUST COMPLETE THE CUSTOMER SATISFACTION SURVEY AFTER MOVE IS COMPLETE. CONTACT TRANSPORTATION SPECIALIST TO ANSWER QUESTIONS AND PROVIDE GUIDANCE CONCERNING YOUR HHG SHIPMENT MONDAY THROUGH FRIDAY 0800-1700 EASTERN TIME AT 1-855-HHG-MOVE OR BY EMAIL AT: HOUSEHOLDGOODS@NAVY.MIL.

- PURSUANT TO 18 U.S.C. 3261 THROUGH 3267 (CRIMES AND CRIMINAL PROCEDURE, MILITARY EXTRATERRITORIAL JURISDICTION ACT) AND DODI 5525.11, SERVICE MEMBERS AND PERSONS EMPLOYED BY OR ACCOMPANYING THE ARMED FORCES, WHICH INCLUDES DEPENDENTS, ARE SUBJECT TO FEDERAL CRIMINAL JURISDICTION FOR CRIMES COMMITTED OUTSIDE THE UNITED STATES.

- MEMBER DIRECTED: FOR INFORMATION REGARDING YOUR ULTIMATE DUTY STATION CONTACT THE NEAREST DEPARTMENT OF DEFENSE FAMILY SERVICE CENTER OR RELOCATION ASSISTANCE OFFICE. 1-800-372-5463.

- COMMAND DELIVERING ORDERS: IF MEMBER WILL BE PERFORMING TRANSOCEANIC/INTERNATIONAL TRAVEL AT ANY TIME DURING EXECUTION OF THESE ORDERS THE FOLLOWING APPLIES:

- TRANSPORTATION MUST BE ARRANGED WITH THE NAVY PASSENGER TRANSPORTATION OFFICE PER NAVMILPERSCOMINST 4650.2 SERIES. MEMBER AND FAMILY MEMBERS AUTHORIZED TWO (2) PIECES OF ACCOMPANIED BAGGAGE, EACH PIECE NOT TO EXCEED 62 LINEAR INCHES OR 50 POUNDS. AUTHORIZED REIMBURSEMENT FOR AIRLINE ACCOMPANIED BAGGAGE FEES CHARGED FOR ACCOMPANIED BAGGAGE. FOR UP TO DATE INFORMATION ON FEES AND WAIVERS GO TO [HTTP://WWW.GSA.GOV/PORTAL/CONTENT/103882](http://WWW.GSA.GOV/PORTAL/CONTENT/103882) AND SEARCH FOR "BAGGAGE FEES". COUNSEL MEMBER AND DEPENDENTS CONCERNING OVERSEAS TRAVEL SECURITY MEASURES AS ADDRESSED IN U.S. ARMED FORCES FOREIGN CLEARANCE GUIDE, CLASSIFIED SUPPLEMENT.

- COMPLY WITH MILPERSMAN 1320-090 AND 1320-100 REGARDING TRAVEL AND AUTHORIZED PROCEED TIME IN EXECUTION OF THESE ORDERS.

- FOR COMMAND MAILING ADDRESS CONSULT THE STANDARD NAVAL DISTRIBUTION LIST (SNDL) ONLINE AT [HTTP://DONI.DAPS.DLA.MIL/SNDL.ASPX](http://DONI.DAPS.DLA.MIL/SNDL.ASPX) OR VISIT YOUR PSA, PSD OR ADMIN OFFICE.

- IF TRANSOCEANIC/INTERNATIONAL TRAVEL IS REQUIRED TO EXECUTE THIS PCS ORDER, GOVERNMENT AIR/GOVERNMENT-PROCURED AIR IS DIRECTED.

- IF ACCOMPANIED ORDERS AND NOT PROSCRIBED ELSEWHERE, THESE DEPENDENTS CAN TRAVEL

(b) (6)

- PER DIRECTION FROM U.S. NAVAL FORCES (b) (6), (b) (3), ALL PERSONNEL TRAVELLING TO OR WITHIN (b) (6), (b) (3), INCLUDING FOR PERMANENT CHANGE OF STATION MOVES, SHALL ENROLL IN THE STATE DEPARTMENT SMART TRAVELER PROGRAM AT [HTTPS://STEP.STATE.GOV/STEP/](https://STEP.STATE.GOV/STEP/). THIS IS A FREE SERVICE WHICH ALLOWS U.S. CITIZENS AND NATIONALS TRAVELLING OR STATIONED ABROAD TO RECEIVE IMPORTANT INFORMATION ABOUT CONDITIONS IN THEIR DESTINATION COUNTRY. DEPENDENTS ARE ALSO ENCOURAGED TO

ENROLL.

(SIGNED)

R. A. BROWN

REAR ADMIRAL, U. S. NAVY

COMMANDER NAVY PERSONNEL COMMAND

FORMAT 502: REMEMBER TO READ YOUR ORDERS IN THEIR ENTIRETY
THIS MESSAGE HAS BEEN SENT IN A SECURE ENVIRONMENT. HOWEVER, IF IT
MUST BE FORWARDED VIA EMAIL TO PERSON/S/ WITH A NEED TO KNOW, YOU
MUST ENSURE PROPER SAFEGUARDS ARE TAKEN TO PROTECT THE CONTENTS SINCE
IT MAY CONTAIN SENSITIVE PII. YOU MUST ENCRYPT AND DIGITALLY SIGN ALL
EMAILS THAT CONTAIN SENSITIVE PII. IF THE EMAIL FAILS TO SEND BECAUSE
OF ENCRYPTION ISSUES, DO NOT SEND UNENCRYPTED AS THAT ACTION
CONSTITUTES A PII BREACH AND MUST BE REPORTED. INSTEAD, CONTACT YOUR
IAM FOR ASSISTANCE. SENSITIVE PII IS DEFINED AS THAT INFORMATION
ABOUT AN INDIVIDUAL THAT, IF LOST, STOLEN OR COMPROMISED WOULD CAUSE
UNDUE HARM AND AN UNWARRANTED INVASION OF PERSONAL PRIVACY.

PERS442 , PERS441 , PERS4412

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